AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING

WAPS CDC Study Reference Material Distribution Program

BASE WAPS MONITOR TRAINING PACKAGE

AFIADL/DOW

Overview

- Introduction
- Responsibilities
- WAPS CDC Orders
- MILMOD Inquiries
- Management Products

INTRODUCTION

- As Base WAPS Monitors, you play a key role in ensuring the WAPS CDC distribution program properly functions
- It is important for you to understand the program and your specific role

INTRODUCTION

- You must become familiar with the WAPS catalog to understand how the process works and train the Unit Monitors

- This presentation is not all-inclusive. It has been developed for use in conjunction with the WAPS catalog and AFI 36-2605

RESPONSIBILITIES

- Understand how the WAPS CDC distribution process works
- Train Unit WAPS Monitors on the proper use of the WAPS catalog
- Assist Unit WAPS Monitors in clearing rejected transactions

WAPS CDC ORDERS

- The Personnel Data System automatically orders WAPS CDCs for members who meet the basic eligibility criteria for promotion

- Basic eligibility criteria considers time-in-grade, projected separation and retirement dates, and High Year of Tenure

WAPS CDC ORDERS

- Material will not be shipped to individuals who are not eligible based on the basic eligibility criteria

- For example, if the time-in-grade requirement has not been met, material will not be shipped to the member.

WAPS CDC ORDERS

- If a member desires to get a “jump” start on studying prior to their eligibility, they may purchase study materials at their own expense between 1 Oct - 15 June each cycle. (This is not recommended as material requirements may change prior to the cycle the member becomes eligible.)

WAPS CDC ORDERS

- Members not eligible for promotion, due to skill level or other administrative reasons, may be identified as eligible based on the basic eligibility criteria

- When these individuals are identified as needing WAPS material by the PDS and it is shipped to them, the material must be given to the individual

WAPS CDC ORDERS

- Individuals promoted 1 Sep - 31 Jan to SrA BTZ will not be identified by the PDS system as requiring WAPS material
- These individuals must contact their Unit WAPS Monitor upon promotion to request their WAPS material

MILMOD INQUIRIES

- Tests are performed on the promotion file in the PDS each July which generates a process date in MILMOD. When performing MILMOD inquiries, process dates prior to September are not legitimate.

- Members should allow 8 weeks after shipment from AFIADL before contacting their Unit WAPS Monitor

MILMOD INQUIRIES

- MILMOD may be used to request WAPS material until 30 Jan in situations where the automated routine did not identify members needing material

- After 30 Jan, the unit must fax requests for material to AFIADL by memorandum. The requirements of the memorandum are described in the WAPS catalog

MANAGEMENT PRODUCTS

- A RIP is generated in the PDS for each member eligible to test
- The RIP notifies each person whether CDC materials have/have not been ordered for him/her
- An additional RIP is generated when materials are mailed by AFIADL

MANAGEMENT PRODUCTS

- These products are generated to assist each member with receipt of their materials

- The RIPs must be printed and given to the individuals. The member can then follow-up if he/she does not receive the materials

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